

WITHDRAWAL PROCEDURES (DURING SCHOOL YEAR)

1. Written confirmation from parent of withdrawal (email, signed withdrawal form, etc)
2. Obtain a Record Request from student's new school or letter of enrollment from any associated Homeschool Association within 10 days of the date withdrawal, to keep on file for dropout data purposes. While dropout data is only pulled for grades 6-12, it is always best practice to obtain this information for all grade levels.

For students age 6-17, if a record request has not been received from the student's new school within 10 days of the date of withdrawal, or you are unable to identify where/how the student is currently being educated, you must notify the DSS office in the county where the child last resided to report potential educational neglect.

3. Update EFA/EIA Entry (**Information > State/Province – SC > EFA/EIA Classification Information > EFA History – or EIA History for PK3/PK4**)
 - Click Edit
 - Enter Stop Date (must be the last day student was physically present)
 - Submit

EFA Code Entry

9 StateID: Entry Date: 08/22/2018 CASC

EFA Code Entry | EIA Code Entry | High Achieving | Add On Weightings | Standardized Test Performance Level | **EFA History**

EFA Primary: VOC - Vocational (Gr9-12)

EFA Secondary Codes

EFA 2: HS - High School

EFA 4:

EFA History

9 StateID: Entry Date: 08/22/2018 CASC

EFA Code Entry | EIA Code Entry | High Achieving | Add On Weightings | Standardized Test Performance

	Start Date	Stop Date	EFA Primary	EFA 2
Edit	08/22/2018		VOC	HS

Field	Value
Start Date	08/22/2018
Stop Date	
EFA Primary	VOC - Vocational (Gr9-12) ▼
EFA 2	HS - High School ▼

4. Transfer student out of school (*Enrollment > Functions > Transfer Out of School*)

Functions

Print Reports For This Student

Transfer Out Of School ←

Re-Enroll In School

Transfer To Another School

- Enter date of student’s withdrawal [ExitDate]
Note: Must be an in-session date, first day after student’s last day of actual attendance
 (must be an in-session date, first day after student’s last day of actual attendance)
- Choose appropriate Exit code [ExitCode]
- In Transfer Comment box [ExitComment], at a minimum, list one of the following:
 - a) **Name of school student is transferring to** (indicate city/state if out-of-state)
 - b) **Withdrawn for non-attendance** (students who are being withdrawn on 11th day of consecutive absence)
 - c) **Withdrawn for non-compliance** (virtual schools may use this)
 - d) **Homeschool** (name of Association, if known)
 - e) **Dropout or Adult Ed**
 - f) If none of the above apply, be sure to enter a comment that will provide anyone looking at the record in the future with information indicating why the student withdrew
 - g) At the beginning of any transfer comment, if you have received a record request, put the letters **RR** at the beginning of the comment to indicate “Record Request;” this will assist you when pulling dropout data in identifying those students for which you have definitive information regarding their current school. The “**RR**” can be added at a later date if a record request is later received.
 - h) It is also recommended that at the end of the transfer comment, you enter your initials in parentheses for recordkeeping purposes, i.e. (DN).
 - i) Do not leave Transfer Comment box blank

Transfer comment

Date of transfer
(should be the day after the student's last day in class)

Exit code

MM/DD/YYYY

5. Print/Save/File the following for each student:
 - CIE Withdrawal Form (DO NOT EDIT) or comparable school created withdrawal form, if preferred
 - Current transcript (for students grades 7-12)
 - Quick Lookup or current progress report/report card
 - Current attendance data (absences), if applicable (unnecessary for No Show students)

To run reports, while in the student record, click on Print a Report in the upper left. Select the CIE Withdrawal Form (DO NOT EDIT) and click Submit. For students in grades 7-12, go back into the student record, select the SC Standard Transcript – WIP (2019-20) for your school, and click Submit. Once the report is generated, click View to print the report.

Quick Lookup can be found in the same upper left corner. Use the printer icon to print this page.

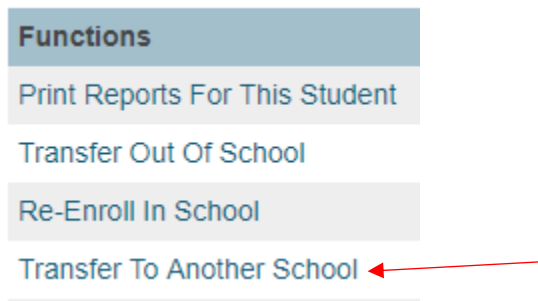


To Transfer student to In District School

6. If student is transferring to an In-District School, perform **all** the steps in #2-5 above BEFORE transferring student to new school.

NOTE: *Once you transfer the student to a new school, you will no longer be able to view them in PowerSchool or perform any of the above functions.*

To transfer student to an In-District school: **Functions > Transfer to Another School**



Select which In-District school they will be transferring to from the dropdown menu and click **Submit**. Notify the school that you have transferred the student to them.

Transfer to Another School

██████████ 10 ██████████ StateID: ██████████ Entry Date: 09/05/2018 CASC

Who will be transferred ██

To which school? Cyber Academy of SC ▼

Note: The student must have already been transferred out of this school (be inactive) to use this function.

WITHDRAWAL PROCEDURES (BEGINNING OF SCHOOL YEAR/Before School Starts)

1. Written confirmation from parent indicating student will not be attending (email, signed withdrawal form, etc)
2. Follow Steps #1-5 as indicated above.
 - In order to ensure that withdrawals are not listed as 'Transfer Out Pending,' use the current date as the Exit Date. After you submit, go back into the enrollment record under Transfer Info, and edit the date to reflect the first day of school. In the end, the Exit Date should be the same as the first day of school, as student will not be attending
 - **Exit Code** should be chosen as No Show (NS)
NOTE: Students who are coded as NS must have a No Show Reason code chosen on the SC Student Information page under State/Province-SC
 - **Exit Comment** should say No Show; also indicate what school, if known, student is going to be attending, i.e. No Show, Beaufort High School
3. If student is transferring In District, also follow step #6 above.

WITHDRAWAL PROCEDURES (1st Day of School)

1. Follow Steps #1-5 as indicated above.
 - **EFA History** - EFA Stop Date should be same as first day of school
 - **Exit Date [ExitDate]** should be the same as the first day of school, as student will not be attending
 - **Exit Code [ExitCode]** should be chosen as No Show (NS)
NOTE: Students who are coded as NS must have a No Show Reason code chosen on the SC Student Information page under State/Province-SC
 - **Exit Comment [Exit Comment]** should say No Show, and also indicate what school, if known, student is going to be attending, i.e. No Show, Beaufort High School
2. If student is transferring In District, also follow step #6 above.

RE-ENROLLING A STUDENT

(FOR STUDENTS TRANSFERRED TO YOUR SCHOOL FROM AN IN-DISTRICT SCHOOL)

1. Send a written record request to the last school of record (In-District) for the student, requesting records and requesting they transfer the student to you in PowerSchool.
2. After receiving confirmation that the transferring school has completed the steps to transfer a student In-District, search for the student in the search bar (if Smart Search is not enabled, you will need to put a forward slash {/} in front of their last name in order to search for inactive students).
3. Once you bring up the student record, go to **Functions > Re-Enroll in School**

Functions

Print Reports For This Student

Transfer Out Of School

Re-Enroll In School 

Transfer To Another School

4. Enter the following data:

- **Date of re-enrollment** – Student’s first day attending
- **Entry Code**- in almost all cases this will be E = Eligible for State Funding
- **Entry Comment** [TransferComment] – Enter the school’s name that transferred the student
- **Full-Time Equivalency** - Choose “Full-Time” from the dropdown menu/only option available
- **Grade Level [Grade_Level]** – Enter the student’s grade level
- **District of Residence** - if different from what is already populated
- **Restore class enrollments?** - Set this value to “NO”

Click **Submit**

NOTE: Steps 3-4 can also be used to Re-Enroll a student who previously attended your school and is returning after a past withdrawal